



Job Title: Director of Development

Job Classification: Full-Time

Reports To: Executive Director

Scheduling: Paramount Bristol's regular business hours are Monday-Friday from 10a-6p. Our Development Officer will be required to attend some afterhours functions in their fundraising role. **Work schedule includes regular business hours as well as some weekends, nights & holidays.**

Job Overview: The Development Director supports the strategic fundraising efforts of a non-profit arts center by designing, implementing, evaluating and refining the development activities, with an emphasis on major gifts exceeding \$25,000. Personally identifies, cultivates, solicits, and stewards major gift donors and prospects in accordance with performance targets set in collaboration with The Paramount Foundation. The Development Officer will create internal processes and procedures as well as align marketing and outreach efforts for maximum fundraising growth.

JOB RESPONSIBILITIES

- Identifies, cultivates, solicits, and stewards major gift donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance targets set in collaboration with The Paramount Foundation.
- Establishes and maintains collaborative working relationships with surrounding arts organizations, development colleagues, and appropriate board members and/or other constituents to maximize the unit's total gift revenue, plan solicitation strategies, and leverage joint solicitation efforts.
- Assists and/or leads in short- and long-range strategic planning activities to create and implement fund-raising goals and objectives.
- Coordinates day-to-day unit-based development strategies and activities to ensure their integration into The Paramount Foundation's overall development program.
- Makes effective use of Paramount Bristol's ticketing database and other institutional resources to ensure appropriate management of donors, patrons, sponsors, prospects and volunteers.
- Conducts research to identify prospects, with an emphasis on major gifts exceeding \$25,000, and creates strategies to match prospects' interests to the priorities of The Paramount Foundation.
- Researches, writes, edits, and/or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, grants, proposals, case statements, reports, correspondence, and other development-related communication materials in support of the unit's fund-raising activities.
- Plans and conducts programs and activities designed to increase the visibility of Paramount Bristol to internal and external constituencies.
- Will be required to train and supervise staff, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- You will be required to cross train at least one other person assigned by the Executive Director for at least one hour per week. This allows our organization to operate smoothly should an emergency arise.
- Performs miscellaneous job-related duties as assigned.



MINIMUM JOB REQUIREMENTS

- Bachelor's degree; at least 5 years of documented professional experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

TO BE SUCCESSFUL IN THIS ROLE, YOU WILL BE EXPECTED TO DEMONSTRATE:

- Ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Exceptional interpersonal skills and the ability to interact effectively with Foundation leadership, patrons, prospects, donors, and/or volunteers in a wide range of roles.
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives.
- Database management skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.

Physical Demands:

- Very limited physical effort required.
- No or very limited exposure to physical risk.
- Must be able to climb stairs.
- Willingness and availability to travel extensively and to work extended hours as necessary.



Work Environment:

The noise level in the work environment is usually moderate. Temperatures can vary from location to location, with some events being held outside. Strobe lights are sometimes used in the facility.

Salary/Benefits:

Salary is commensurate with experience. Benefits include paid vacation/sick/holidays. 401K match, health and life insurance are not offered at this time.

Application Procedure:

Interested candidates should provide a letter of interest with salary requirements, resume, and contact information for three professional references in a single PDF formatted document via email to jobs@paramountbristol.org. No phone calls or visits, please. Closing Date: 2/25/22.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the Paramount Center for the Arts to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), gender identity, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists.